

M S D P



MANAGERIAL SELECTION DEMONSTRATION PROJECT

OFFERING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

THIS IS A CALTRANS OPEN EXAMINATION.

LATERAL CANDIDATES ARE ENCOURAGED TO APPLY.

EXAMINATION ANNOUNCEMENT

THIS EXAMINATION IS FOR DESIGNATED MANAGERIAL POSITIONS AND WILL BE CONDUCTED UNDER THE SELECTION PROCESS OF THE STATE PERSONNEL BOARD'S DEMONSTRATION PROJECT AUTHORITY.

CLASSIFICATION: **DATA PROCESSING MANAGER III**

POSITION TITLE: **CHIEF INFORMATION SECURITY OFFICER**

SALARY: **\$6884 - \$7589**

LOCATION: **HEADQUARTERS – SACRAMENTO**

FINAL FILING DATE: **JUNE 28, 2007**

DUTIES/RESPONSIBILITIES

Under the general direction of the administrative direction of the Federal Liaison, an CEA2, the Chief Information Security Officer manages the Department's of Information Security and Risk Management Office (ISRM). The incumbent advises the Department's Executive and Senior Management on issues affecting information security, privacy, risk management and operational recovery. Recommends, develops and oversees the implementation of policies associated with risk management industry standards to identify and assess risk associated with the Department's information security assets. Ensures the Department complies with the State Security and Risk Management Policy in the State Administrative Manual and Office of Technology Review, Oversight and Security, including Management Memorandums and Budget Letters issued by the State of California Chief Information Security Officer and the State of California Chief Information Officer. Ensures that the Department is in compliance with its information security and privacy policies, operational recovery practices and the department-wide Security Awareness training. Responsibilities include, but are not limited to:

- Administrator of the Policy Management, Risk Management, Privacy Management and Business Continuity programs. Oversees the development of the Department's Information Security, Risk Analysis, Privacy and Operational Recovery programs relating to its information assets within each program unit. Represents the Department regarding these programs with external stakeholders (i.e., Department of Finance, Department of Technology Services, Business, Transportation and Housing Agency, and Governor's Office of Emergency Services).
- Plans, organizes and directs the Policy Management programs. Develops security policies and criteria for the protection and use of the Department's information assets, including but not limited to, preventing unauthorized access, corruption, disclosure or destruction of Department's information or information systems to ensure the security, integrity and confidentiality of information assets. Oversight responsibility statewide for security awareness education and the establishment and implementation guidelines of training to all department staff. Directs periodic evaluation and maintenance of the training. Responsible for the Department's compliance with external and internal policies regarding security of information assets. Develops and implements policies which provide operations guidance to develop procedures and guidelines in the securing of network equipment, software, servers, routers, master configuration schemes, wiring standards, communication, telephone, network data, wireless network, records, hardcopy, electronic, microfilm, storage, media and physical security systems related to the storage or transmittal of physical security data. The network supporting the cameras on our state bridges or storage of badge information. Reviews and ensures compliance with certification and reporting requirements for the Department to its external stakeholders.
- Plans, organizes and directs the Risk Management program. Developing, implementing and maintaining risk analysis including assessments to identify potential vulnerabilities that could threaten the security of the Department's information assets. Reviews and ensures compliance with certification and reporting requirements for the Department to its external stakeholders.
- Plans, organizes and directs the Privacy Management program. Reviews and ensures compliance with certification and reporting requirements of the Department's Privacy program.
- Plans, organizes and directs the Business Continuity program. Develops, implements and maintains operational recovery planning throughout the Department. The office will facilitate program units to establish, maintain and test their operational recovery plans. Reviews and ensures compliance with certification and reporting requirements for the Department to its external stakeholders.
- Directs implementation of the Information Security, Risk Analysis, Privacy and Operational Recovery activities in the Department.
- Assigns and prioritizes work of subordinates, evaluates staff performance and prepares performance appraisals, participates in selection interviews and hiring of staff. Prepares budgets and monitors expenditures. Approve procurement of equipment, materials and services necessary to support the ISRM operation needs.
- Represents the Department on various internal and external Information Security Privacy or Operational Recovery task Forces and/or committees.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications by the final file date in order to participate in this examination.

Either I

Two years of experience in the California state service performing electronic data processing duties in a class with a level of responsibility equivalent to Data Processing Manager I, at least one year of which shall have been in a management assignment.

Or II

Three years of experience directing all phases of the operation of a large electronic data processing installation. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility equivalent to Data Processing Manager II.) **and**

Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, practices, and trends of public administration, including management, organization, planning, cost/benefit analysis, budgeting, and project management and evaluation; employee supervision, training, development and personnel management; current computer industry technology and practices; principles of data processing systems design, programming, operations, and controls; State level policies and procedures relating to EDP; the department's goals and policies; department's equal employment opportunity objectives; a manager's role in the equal employment opportunity program and the processes available to meet equal employment opportunity objectives; and principles of the governmental functions and organizations at the State level, including the legislative process.

Ability to: Develop and evaluate alternatives, make decisions and take appropriate action; establish and maintain priorities; effectively develop and use resources; identify the need for and assure the establishment of appropriate administrative procedures; plan, coordinate and direct the activities of a data processing staff; make effective use of interdisciplinary teams; reason logically and creatively and use a variety of analytical techniques to resolve managerial problems; present ideas and information effectively, both orally and in writing; consult with and advise administrators and other interested parties on a variety of subject-matter areas, translating technical data processing terms into everyday language; gain and maintain the confidence and cooperation of others; and effectively contribute to the department's equal employment opportunity objectives.

POSITION SPECIFIC QUALIFICATIONS/EVALUATION CRITERIA

In addition to the minimum qualifications listed above, the following position specific qualifications will be evaluated:

- Demonstrated knowledge of principals, practices, and trends in public administration, including management, organization, planning, cost/benefit analysis, budgeting, and project management and evaluation.
- Demonstrated experience with directing the work of others in complex assignments, employee supervision, workforce development and training, and personnel management.
- Demonstrated knowledge of, and experience with the policies, methods and technical requirements of modern computer forensics; information security, risk analysis; business continuity and operational recovery planning; and physical security as applied to information and information systems within a large government organization.

- Demonstrated knowledge of state and federal laws, administrative procedures, and regulations concerning the proper acquisition, use and storage of intellectual property; and data, privacy and information security.
- Demonstrated ability to communicate ideas and information effectively, both orally and in writing; provide clear and concise presentations to targeted audiences and gain and maintain the confidence and cooperation of others.
- Demonstrated ability to effectively perform and direct multiple, high priority projects simultaneously and creatively take appropriate action; and establish and maintain priorities.
- Demonstrated ability to establish a team oriented organizational climate.

EXAMINATION INFORMATION

This examination process provides for position specific examining and selection of the most qualified managerial candidates. Job-selection criteria specific to each position and consistent with the knowledge, skills, and abilities of the classification will be applied. All candidates who meet the qualifications may compete for the vacant positions. An evaluation of the Examination/Employment Application (STD. 678), Statement of Qualifications, and interview will be used to rate candidates. A pool of candidates will be created for the specific position identified on this bulletin which will include the ranking of each candidate.

Candidates will be notified in writing of their examination results.

FILING INSTRUCTIONS

All interested applicants must submit:

- An original, signed State application (STD 678) which includes civil service titles and dates of experience. The application should specify the classification and position title being interviewed for.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's experience that would qualify him/her for this position. **The statement should be no more than two pages in length.**
- Resumes are optional and **do not** take the place of the Statement of Qualifications.

State application and Statement of Qualifications must be received or postmarked by the final file date of **June 28, 2007**. Interagency mail received after this date will not be accepted.

The State application and Statement of Qualifications are to be submitted to:

**Department of Transportation
ATTN: Ashleigh Bryce, MS#86
Ref: 7MSDP16
1727 30th Street
Sacramento, CA 95816**

APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Questions regarding this examination process should be directed to Liz Ochoa, MSDP Analyst at (916) 227-7466/Calnet 8-498-7466.

ELIGIBILITY INFORMATION

This examination **will not** establish a civil service list; therefore, candidates **will not** have the ability to transfer their eligibility to other departments.

REASONABLE ACCOMMODATION

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, the Voice line at 1-800-735-2922 or the Exams TDD line at (916) 227-7857/Calnet 8-498-7857 for assistance.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Special Programs, P.O. Box 168036, MS-86, Sacramento, CA 95816. Voice (916) 227-7858/Calnet 498-7858 or TTY (916) 227-7857/Calnet 498-7857. California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.